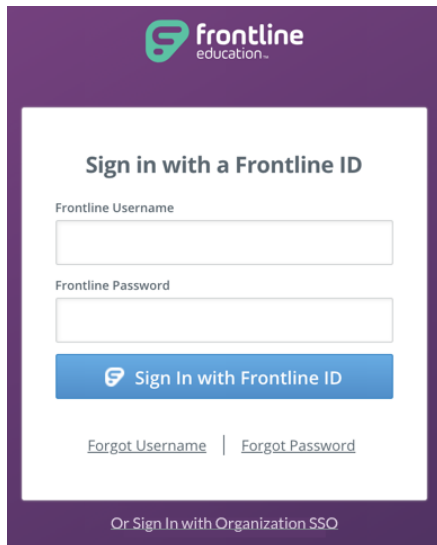




Absence Management



frontline education

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Or Sign In with Organization SSO

SIGNING IN

Type app.frontlineeducation.com into your web browser's bar to access your Frontline Account.

The Sign In page will appear. Enter your Frontline Username and Password then click **Sign In**.

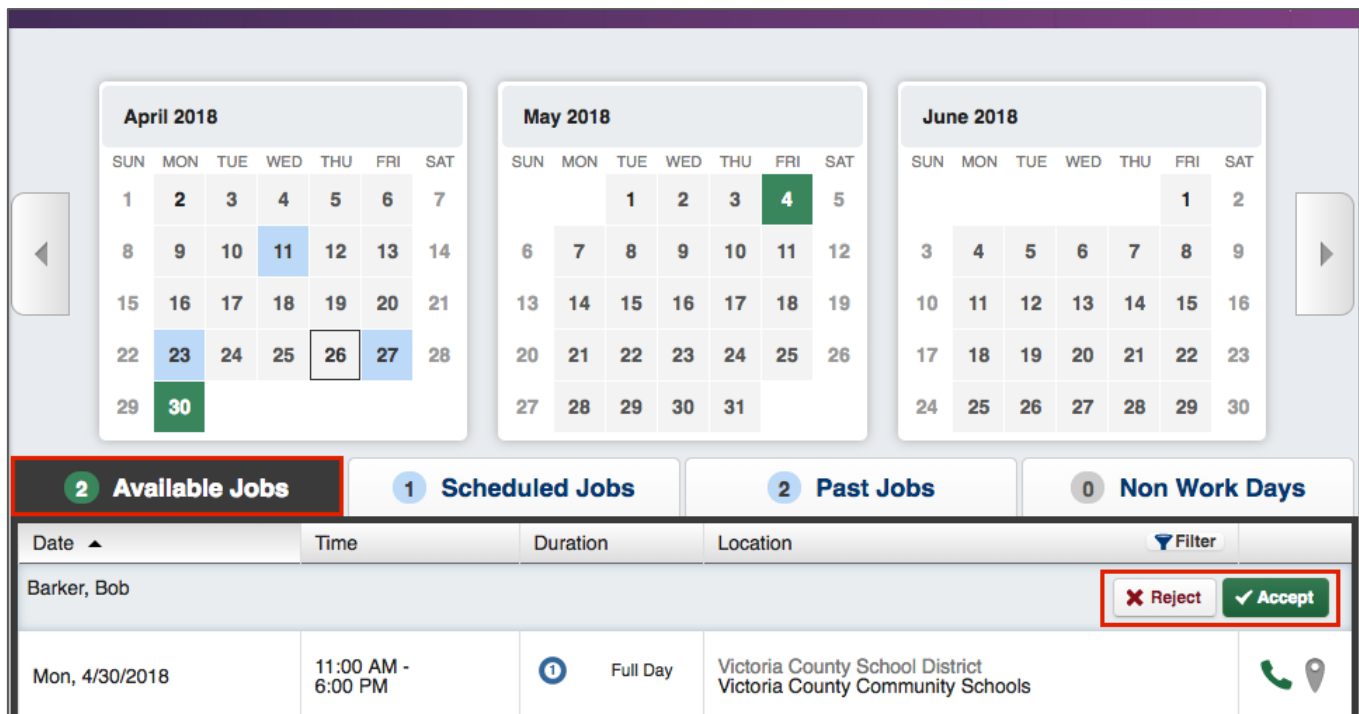
RECOVERING CREDENTIALS

If you cannot recall your credentials, click the "**Forgot Username**" or "**Forgot Password**" link for more details.

SEARCHING FOR AVAILABLE JOBS

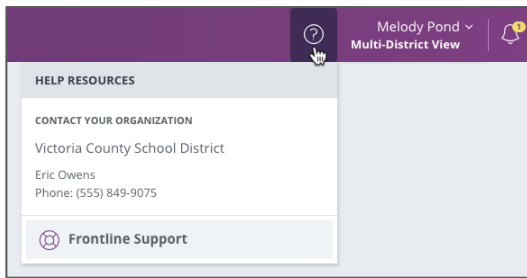
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The interface displays three monthly calendars for April, May, and June 2018. Available jobs are highlighted in green on the calendar. Below the calendars, there are four tabs: "2 Available Jobs", "1 Scheduled Jobs", "2 Past Jobs", and "0 Non Work Days". The "Available Jobs" tab is selected, showing a list of jobs. The first job is for Bob Barker on Monday, 4/30/2018, from 11:00 AM to 6:00 PM, for a full day at Victoria County School District. The job is marked with a green circle containing the number 1. To the right of the job details are "Reject" and "Accept" buttons, with the "Accept" button highlighted in green.

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input type="button" value="Accept"/>



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your Phone PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your Phone ID number (followed by the # sign), then your Phone PIN number (followed by the # sign).

Phone ID: your phone number

Phone PIN: last 4-5 digits of your phone number

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

